

<b>TRANSMITTAL SLIP</b>		<b>DATE</b>
<b>TO:</b> Larry		
<b>ROOM NO.</b>	<b>BUILDING</b>	
<b>REMARKS:</b> MONTHLY  Met with all OC components to review spending profile for FY1983 with the objective of ensuring full obligation of FY-83 funds.		
<b>FROM:</b> OC-MLS/PPBG		
<b>ROOM NO.</b>	<b>BUILDING</b>	<b>EXTENSION</b>

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OC/OL/IMC-M83-038

5 July 1983

MEMORANDUM FOR: Executive Assistant, D/CO

FROM:

Chief, Information Management Center, OC/OL

SUBJECT: OC/OL/IMC Monthly Report-June 1983

1. Operational Activities

- o OC/IMC forwarded 11 cubic feet of record material for deposit in the Records Center. An additional 114 cubic feet of non-record or duplicate material was destroyed.

2. Training

- o Women in a Managerial Environment Seminar - 10 June
- o Management Development Course Part II 13-17 June
- o OC-Management Seminar - 20-23 June

3. Personnel

- o retired 3 June 1983
- o was presented a QSI on 3 June by D/OIS
- o entered on duty on 20 June, 1983

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4. WANG

- o The first meeting of the Agency Wang Users Group (AWUG) was held on 7 June, with [ ] as acting chairperson.
- o On 7 June, [ ] attended the Wang Forms Task Force meeting.

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